

Weekly Management Report

December 19, 2014

1. **Memo** – Planned Development 97-03 (Burbank Empire Center) Mitigation Fees – Community Development Department
2. **Memo** – Medical Offices at 2301 West Alameda Avenue – Community Development Department
3. **Synopsis** – Burbank Cultural Arts Commission Meeting of December 11, 2014 – Parks, Recreation & Community Services Department
4. **Synopsis** – Sustainable Burbank Commission Meeting of December 15, 2014 – Parks, Recreation & Community Services Department
5. **Notes** – City Notes, December 19, 2014 – City Manager

memorandum

DATE: November 18, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director
SUBJECT: **Planned Development 97-03 (Burbank Empire Center) Mitigation Fees**

At the August 19, 2014 City Council meeting, the City Council asked for an accounting of the \$10 million the Burbank Empire Center developer, Zelman, paid for traffic mitigations related to the development. In response, staff researched and presents the findings below.

The major Empire Center transportation improvements identified in the Planned Development (PD) 97-03 Development Agreement and Conditions of Approval can be divided into three major project packages:

- Empire Five Intersection Improvements, which included signal and intersection flaring improvements to five intersections (Empire/Victory Place, Buena Vista/Victory, Buena Vista/Empire, Buena Vista/San Fernando, and Buena Vista/Vanowen)
- Five Points Realignment, which included realigning Burbank Boulevard at Victory/Victory Place and widening the Burbank Boulevard Bridge
- Local costs expended on the Empire Interchange, which is currently under construction. The Empire Interchange mitigates several intersection impacts identified in the traffic study and its addendums for PD 97-03


To help offset some of the street improvement costs related to the Empire Center, the City applied for and was awarded approximately \$8.3 million in grant funds from the Metropolitan Transportation Authority for the Five Points Realignment Project and Caltrans for Interstate 5 Empire Interchange improvements. These grant funds, received on a reimbursable basis, along with the \$10 million in transportation improvement fees from Zelman, contributed \$18.3 million toward the \$20.67 million in street improvement expenses. The following table illustrates the cost of the three parts of the Empire Center Improvement project as well as their initial funding source.

	Empire Center Improvements Funding Source			TOTAL
	Development Impact Fee	Capital Projects & Public Works	Redevelopment	
Empire Five Intersections	\$218,400.34	\$1,799,576.28	\$ -	\$2,017,976.62
Five Points Realignment & Burbank Blvd. Bridge Widening	\$6,209,431.27	\$7,191,627.16	\$1,059,467.41	\$14,460,525.84
Empire Interchange	\$4,191,604.06	\$ -	\$ -	\$4,191,604.06
TOTAL	\$10,619,435.67	\$8,991,203.44	\$1,059,467.41	\$20,670,106.52

memorandum

DATE: December 15, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **Medical offices at 2301 West Alameda Avenue**

A member of the public addressed the City Council during Public Comment at the meeting of November 25, 2014, regarding the surgery center located at 2301 West Alameda Avenue owned by Drs. Blanka and George Orloff. He said he was concerned about the number of tenants in the building and parking.

To be approved at the proposed location, the project required a variance to allow off-site parking to be located more than 300 feet from the property. When the variance application was processed and approved in 2012, the plans showed two tenant spaces. The plans submitted for plan check showed three tenant spaces. It was determined at that time that a third tenant space would not change or increase the parking requirement and therefore, the plans were substantially consistent with the application materials provided for the variance. As a result, three tenant spaces were permitted.

Two doctors have a business tax registration at the new location. No other business applications have been filed. The Conditions of Approval do not allow operation of urgent care or primary care medical offices.

Parking provided includes seven spots on site and 17 off-site at a surface lot located at 2111 West Alameda, which is approximately 408 feet away as stated in the City Council staff report of October 23, 2012. Employees, as well as ambulances or medical transportation vehicles, must park in the off-site spots, making the on-site parking spaces available for patients. The Conditions of Approval require the business to provide on-site directional signage to the off-site parking area and to encourage all patients to avoid Myers Street or Lincoln Street when driving to or from the building.

The Building Permit for the addition and tenant improvement project was finalized on August 27, 2014, with the related electrical, mechanical and plumbing permits all finalized prior to that date.

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CITY OF BURBANK

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission

Date: December 11, 2014

Members Present: Edward Clift, Peggy Flynn, Edward Arno, Cynthia Pease, Mary Elizabeth Michaels, Jan Osborn, Lynda Willner, Barbara Beckley, Brian Miller

Members Absent:

Staff Present: Kris Smith, Noah Altman

Liaisons Present: Emily Gabel-Luddy

Item Discussed		Summary	Direction or Action, if any
1	Election of Officers	The Commission elected Chair and Vice-Chair.	The Commission voted unanimously to re-elect the current officers for another year (Chair: Edward Clift; Vice-Chair: Peggy Flynn)
2	2015 Downtown Burbank Fine Arts Festival	The Commission members were in support of participating in the Downtown Burbank Fine Arts Festival on April 11-12, 2015. They discussed the possibility of incorporating a raffle, flyers, and banners. In addition, they wanted to create a themed booth (possible decorated as a theatre) and have someone in costume within the booth. Mr. Arno would be coordinating and planning details with Ms. Pease.	The Commission would participate in the Downtown Burbank Fine Arts Festival event.
3.	2015 Goals Meeting Date	The Commission felt they needed a meeting dedicated entirely to setting the goals for 2015. After a brief discussion of dates, they agreed to meet on January 22 from 9-1 pm at Cartoon Network.	The 2015 Goals meeting would take place January 22, 2015 from 9-1 pm at Cartoon Network.
4.	Art in Public Places	No update.	

CITY OF BURBANK
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5	2013/2014 Cultural Arts Commission Goals Taskforces	<p>The Cultural Arts Commission has established 8 goals to be accomplished over the next year:</p> <p>Goal 1: Web App and Social Media</p> <p>Goal 2: Paint Electrical Boxes</p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p>Goal 4: Participate in Community Outreach</p> <p>Goal 5: Clearly Define Mission/Identity</p> <p>Goal 6: Collaborate and Support Burbank Arts Organizations/Artists through convening</p> <p>Goal 7: Obtain Funding For Commission Priorities</p>	<p>Goal 1: Woodbury students would continue to help with the development of the mobile version of the website. Pickle would continue to provide support and help with concerns. The members discussed their desire to be able to update the calendar from a mobile version and the possibility of allowing groups from outside of Burbank the ability to post their events for a fee. They would attempt to have information ready to promote at the Downtown Burbank Fine Arts Festival booth in April.</p> <p>Goal 2: The Commission had a discussion on criteria language and what should be included in the request for artists (biography, resumes, past experience, etc). Staff will be presenting this pilot project for City Council approval on January 27. Commission members expressed that they wanted to document the project as it progresses, and upload photos to promote the Burbank Arts Utility Box Beautification Program.</p> <p>Goal 3: Staff met with the City Manager to update him on the Starlight Bowl project. Staff will be working with Lehrer Architects over the next month to redefine the project from the originally 3-phase 20 year plan into a 2-phase 10 year plan. Escalation of construction costs will be revised to reflect the shorter time frame for construction. The initial phase will address the ADA concerns/seating and the second phase will address the nice-to-have items. There was a brief discussion on grants, creating an ambassador group, the possibility of a fundraising consultant and about the possibility of having an artist's reception, and Art in Public Places Committee involvement. Staff noted that the consolidation of the APP Committee and BCAC is an item that will be presented to City Council for direction in 2015.</p> <p>Goal 4: The Committee is reaching out to volunteers and working on details for their entry in Burbank on Parade. They plan on meeting again after the holidays.</p> <p>Goal 5: There was no update.</p> <p>Goal 6: The Committee was working on possible ideas for the next convening event. The members had a brief</p>
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CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p>discussion on topics to include applying for grants, fundraising, community venue usage, and filming.</p> <p>Goal 7: The Committee will create a budget template for the members to use at the January Goal Setting meeting.</p>
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SUSTAINABLE BURBANK COMMISSION

December 15, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

None

B. Commission Member Communication:

Mr. Roesner congratulated Mr. Mendelsohn on his appointment to the Commission.

Ms. Gabel-Luddy announced that Ken Lewis passed away and provided the Commission with his wife's address to send cards. She suggested that perhaps in the future the Commission may commemorate a project in Mr. Lewis' honor.

Mr. Newhoff reported that he is still waiting for contact information for a representative of the Chamber of Commerce with whom he should discuss the Massachusetts Plan. Mr. Newhoff then read an excerpt from an article regarding Lockheed Martin's research of nuclear fusion.

Mr. Smith inquired as to why the City Council approved synthetic turf eligibility for a rebate. Ms. Gabel-Luddy shared that she voted in favor of this item because synthetic turf will reduce water usage, some turf is made of recyclable materials, and it is permeable. She stated that although she does not feel that synthetic turf is not a perfect option, it does reinforce water conservation. Mr. Eskandar reported that the BWP Board discussed synthetic turf and the potential water savings are significant.

Mr. Newhoff suggested that the Commission tour the Burbank reservoir. Mr. Eskandar will inquire about the possibility of a tour. Mr. Roesner suggested that the Commission view the photos available on line.

Mr. Roesner shared information about articles that he recently read regarding creating parks by capping freeways and in London a park was created over the Thames River. He suggested that perhaps a park could be built over sections of the 134 freeway. In addition, Mr. Roesner shared that the City is not washing cars in an effort to conserve water as part of the Dirty for the Drought campaign. He informed the Commissioners that they can join the campaign by going to the LA Waterkeeper's website and they will receive a sticker to put in their car window.

Ms. Springer reported that she attended a Resource Recovery Workshop at the Recycle Center. Ms. La Camera suggested that perhaps the City should think about partnering with other cities in recycling re-use efforts.

C. Staff Communication:

Ferris Kavar, Recycling Specialist, announced that the next session of the Master Recycler Program will begin on January 10, 2015. Participants are still being recruited. Anyone interested in participating should fill out the registration form on the Recycle Center's website.

II. APPROVAL OF MINUTES:

The November 17, 2014, minutes were approved by all present.

III. UPDATE ON PROPOSED ORGANIC WASTE RECYCLING IN CALIFORNIA

Staff from Public Works will provide an update on Assembly Bill 1826 (AB 1826) – Solid waste: organic waste. AB 1826 phases in recycling requirements for businesses that generate a specified amount of organic waste per week or a multifamily residential dwelling of five units or more, requires each local jurisdiction to implement an organic waste recycling program to divert organic waste from businesses, and requires jurisdictions to report their progress in implementing the organic waste recycling program to the Department of Resources Recycling and Recovery. The Commission may ask questions and provide feedback.

Kreigh Hampel, Recycling Coordinator, provided a brief overview of the City's history handling organics. The City began the backyard composting program in 1989 and provided green waste carts to all homes in 1992. Several bills have passed in California recently, including Assembly Bill 32 focusing on reducing greenhouse gas emissions and Assembly Bill 341 targeting businesses generating over 4 cubic yards of waste. The most recent bill to pass was Assembly Bill 1826, which focuses on organic waste. Mr. Hampel provided the Commission with a brief overview of the schedule for implementation of AB 1826. The Commissioners asked questions and engaged in brief discussion.

IV. AD HOC MASSACHUSETTS PLAN SUBCOMMITTEE REPORT:

At its October 20, 2014, meeting, the Commission agreed to form the ad hoc Massachusetts Plan Subcommittee to discuss drafting a conceptual plan for a retiree employment program in Burbank, similar to the plan in Massachusetts, where businesses hire retirees with technical backgrounds. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

There were no items to report.

V. AD HOC MOBILITY SUBCOMMITTEE REPORT:

At its September 16, 2013, meeting, the Commission agreed to form an ad hoc subcommittee to discuss bicycle issues, public transit, and transportation items as they relate to sustainability in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's focus and progress for discussion and Commission direction.

There were no items to report. Mr. Yegparian stated that he is currently the only member of this subcommittee and he would like other Commissioners to consider joining the subcommittee.

VI. AD HOC HEALTHY URBAN DESIGN SUBCOMMITTEE REPORT:

At its October 21, 2013, meeting, the Commission agreed to disband the ad hoc Healthy Living Subcommittee and the ad hoc Urban Design Subcommittee and form the ad hoc Healthy Urban Design Subcommittee to discuss sustainability efforts for urban design and healthy living in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Smith asked Mr. Drake what the Planning Board's approach is regarding the volume and momentum of development in Burbank. Mr. Drake indicated that he could not speak for the entire Board, but personal he feels that mobility is the biggest problem. Mr. Drake and Mary Riley, Senior City Attorney, explained the role of the Planning Board and it was suggested that it may be better to pose the question to Planning staff, as a lot of work goes into a project long before it goes to the Planning Board.

Mr. Smith moved and Ms. Lopez-Ledesma seconded, for a staff member from Planning to come to the Commission meeting in March to discuss the General Plan 2035 in the context of urban planning in relationship to recent projects. The motion was approved by all present.

VII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

Ms. Springer moved and Mr. Yegharian seconded, the following agenda item: Recycle Center design for recycling to reuse.

VIII. BURBANK GREEN SPOTLIGHT AWARD FOR JANUARY 2015:

The Commission will select one of its members to identify a Burbank Green Spotlight Award winner for January 2015.

Mr. Smith volunteered to choose the January 2015 Green Spotlight recipient.

Mr. Yegparian volunteered to choose the March 2015 Green Spotlight recipient.

IX. ADJOURNMENT:

The meeting was adjourned at 6:47 p.m.

Holiday Boutique



The Holiday Boutique is an annual event that is sponsored by the Burbank Parks & Recreation Department and the Burbank Fine Arts Federation. The boutique features pottery, paintings, photography, ornaments, decorations, clothing, jewelry, and more. To be eligible to sell items at the boutique, artists must be members of the Fine Arts Federation, contract instructors, or CAC art class students. This year there was \$9,800 in total sales on opening day compared to \$5,700 in 2013. Sales have been steadily higher than last year and on track to top 2013's total of \$27,000. Participants retain 85% of the sales with 15% going to the Fine Arts Federation. The boutique ran until December 18, 2014.

BWP Donates 150 Gifts to Salvation Army Angel Kids

This year, BWP topped its goal of donating 125 gifts for the Salvation Army Angel Tree program by donating 150 gifts. As the deadline approached, there were still many tags on the Angel Tree unclaimed. However, the tide turned quickly as BWP employees donated over \$2,000 in cash near the deadline. This gave the BWP elves enough time to get gifts that completely filled a van with holiday gifts. The gifts were delivered to the Salvation Army to bring some holiday cheer to 150 children this holiday season.



MDA Names BFD Fire Department of the Year



On December 4, 2014, the Muscular Dystrophy Association (MDA) recognized the Burbank Fire Department as the department of the year. MDA is the world's leading nonprofit health agency dedicated to finding treatments and cures for muscular dystrophy, amyotrophic lateral sclerosis (ALS) and other neuromuscular diseases. The Fire Department in collaboration with Burbank Firefighters Local 778 have raised over \$50,000 in the fight against these debilitating diseases

Breakfast with Santa

On Saturday, December 13, 2014 the Parks and Recreation Department and the Burbank Town Center successfully held its annual Breakfast with Santa event, hosting a full house of children and adults of all ages. They enjoyed a warm breakfast, crafts, games, a spin wheel for prizes, letters to the North Pole, and a visit from Santa Claus himself. The morning concluded with a special story reading by Santa and his elves.



Burbank Libraries Holding Covered California Health Workshops



The Burbank Public Library is partnering with the local nonprofit organization, Comprehensive Community Health Centers Inc., to provide Covered California workshops for our patrons this year. The CCHC is providing certified Covered California representatives who can answer questions about the program and even start the application process on the spot. The weekly workshops began in early December and will continue until February 14, 2015. Central Library has

workshops on Saturdays from 2:00-5:00pm in the Literacy Meeting Room and Buena Vista has their workshops on Tuesdays from 5:00-8:00pm in the Computer Room. These workshops provide a wonderful opportunity for the community to learn more about Covered California and the new health care programs.

Annual Report Early Completion and Submittal

Through interdepartmental cooperation, the City of Burbank submitted, one week ahead of schedule, the Annual Report for the National Pollutant Discharge Elimination System Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County. This lengthy report regarding the City's efforts to reduce pollutants from entering the local storm drain system is due each year to the Los Angeles Regional Water Quality Control Board by December 15th. As the lead department, Public Works gathered updates from various City departments to thoroughly complete the submission in a timely manner.

Burbank's Historic Sign Survey Presentation Made

On December 9, 2014, the Getty Center hosted a lecture entitled, "From the Field: Conserving Southern California's Modern Architecture." The event was presented in conjunction with the Getty Conservation Institute's Conserving Modern Architecture Initiative, which seeks to advance the practice of conserving twentieth-century heritage. Burbank City staff members were in attendance. The lecture showcased six recent projects by Los Angeles-area practitioners, including Mary Ringhoff of Architectural Resources Group, Inc., the firm that recently completed Burbank's Historic Sign Survey. Ringhoff emphasized that the City was

focusing on incentivizing preservation and encouraging people to voluntarily preserve modern signs. This event recognized Burbank's efforts in long range planning and historic preservation.

